



# The Parents and Students Guide to Google Classroom

# Navigating Classroom



= High Interest for Parents

In the stream tab you can see all teacher notifications and a list of assignments. Sort of like a social media feed. The most recent item will be at the top.

1 3rd hour Science 2

3 Stream 4 Classwork 5 People 6 7

3rd hour Science

8 Upcoming

Woohoo, no work due soon!

View all

9 View class updates and connect with your class here

See when new assignments are posted

1 Menu of Classes

2 Current Class

3 Announcements Page

4 Assignments

5 Teacher(s) & Classmates

6 Waffle Button (App Directory)

7 Your account

8 Upcoming Assignments

9 Updates from your teacher

# Navigating Classroom

Click on the classwork section to see the folders (topics) and tasks

The screenshot shows the Classroom interface with the following elements and callouts:

- 1: Classwork Tab
- 2: View your work
- 3: Google Calendar
- 4: Class Drive folder
- 5: All topics
- 6: Benchmark Tests
- 7: Assignment Title (For the Week of September 2 - 6)
- 8: Assignment Due Date (Due Today)
- 9: Assignment Status (Assigned)
- 10: Attached files/links (Day 1 - Multistep Equatio... PDF, Day 2 - Variables on Both... PDF, Day 3 - Infinite & No Solu... PDF, Day 4 - Algebraic Propor... PDF)
- 11: View Assignment

|   |                 |   |                     |    |                          |
|---|-----------------|---|---------------------|----|--------------------------|
| 1 | Classwork Tab   | 5 | Topics available    | 9  | Assignment Status        |
| 2 | See your Grades | 6 | Topic Headings      | 10 | Attached files/links     |
| 3 | See Due Dates   | 7 | Assignment Title    | 11 | Click to view assignment |
| 4 | View your files | 8 | Assignment Due Date |    |                          |

# Completing an Assignment

Click an assignment then select view assignment

The screenshot shows a Google Classroom interface. At the top, there are tabs for 'Stream', 'Classwork', and 'People', with 'Classwork' selected. Below the tabs, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main heading is 'Activities for Years 7, 8 and 9'. The first assignment is 'Remote Learning Lessons', posted on 18 Mar, with a 'No due date' and 'Assigned' status. The description says: 'Open up the document called Remote Learning Plan KS3. This contains all the links and instructions for the next 5 lessons. Your progress should be documented, as explained in the instructions, in the attached document called Remote Working Progress.' There are two attached Google Docs: 'Remote Working Plan KS3' and 'Year 8 Test - Remote Wor...'. A red arrow points from the blue instruction box to the 'View assignment' link at the bottom of this assignment card. Below this are other assignment cards: 'Computer Science Activities', 'GCSE Computer Science - Challenge Program...', 'Trinket Tutorials', and 'Python Tutorials and Challenges', all with 'No due date'.

# Completing an Assignment

Your teacher will explain the task here and may attach a document for you to look at here.

**Remote Learning Lessons** 100 points

Theresa Brosnan 18 Mar

Open up the document called Remote Learning Plan KS3. This contains all the links and instructions for the next 5 lessons. Your progress should be documented, as explained in the instructions, in the attached document called Remote Working Progress.

Remote Working Plan KS3  
Google Docs

Class comments

**Your work** Assigned

Year 8 Test - Rem...  
Google Docs

+ Add or create

Hand in

Private comments

Add private comment...

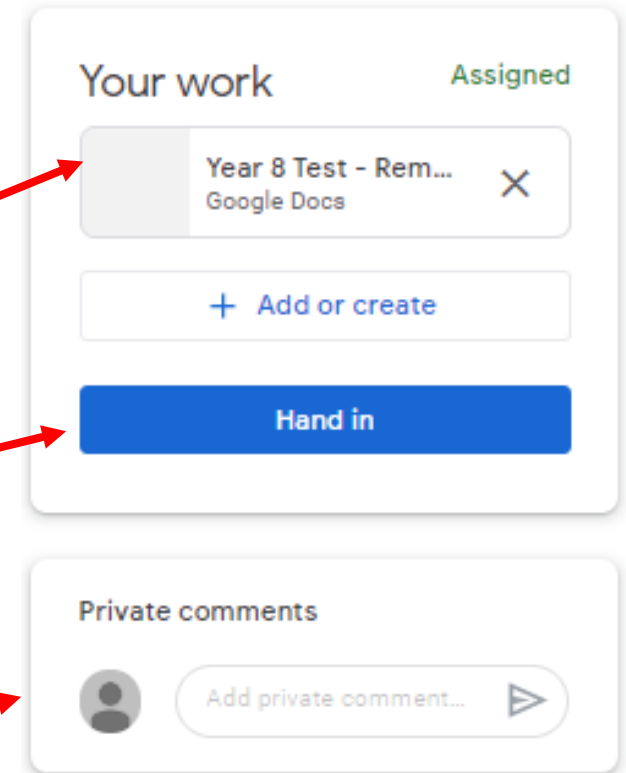
# Completing an Assignment

Your teacher may attach a document to the assignment, for you to add your answers. This will appear in the your work section

The screenshot shows an assignment titled "Remote Learning Lessons" with a value of "100 points". It was assigned by "Theresa Brosnan" on "18 Mar". The instructions state: "Open up the document called Remote Learning Plan KS3. This contains all the links and instructions for the next 51 lessons. Your progress should be documented, as explained in the instructions, in the attached document called Remote Working Progress." There is an attached document titled "Remote Working Plan KS3" from "Google Docs". Below the instructions is a "Class comments" section. On the right side, there is a "Your work" section with the status "Assigned". It contains a document titled "Year 8 Test - Rem..." from "Google Docs" with a close button. Below this are buttons for "+ Add or create" and "Hand in". At the bottom right, there is a "Private comments" section with a button "Add private comment..." and a play icon.

# Completing an Assignment

You can click into this document and add work to it. It will open in Google Docs/Slides and will automatically save as you work. Once you are finished click 'hand in'. You can also send a private comment to your teacher



The screenshot displays a user interface for managing work. At the top right, the word "Assigned" is shown in green. Below this, the section "Your work" contains a list of items. The first item is "Year 8 Test - Rem..." with "Google Docs" underneath it, and a close icon (X) to its right. Below the list is a button with a plus sign and the text "Add or create". At the bottom of the "Your work" section is a prominent blue button labeled "Hand in". Below this section is a "Private comments" section, which includes a user profile icon and a text input field with the placeholder "Add private comment..." and a send icon (triangle) to its right. Three red arrows originate from the blue text box on the left and point to the "Year 8 Test - Rem..." item, the "Hand in" button, and the "Add private comment..." field.

# Attaching work to an Assignment

You can also attach work that you have completed by clicking add or create. For example, if you complete the work on paper, you can take a photo and upload this to the assignment for your teacher to see. To upload from your computer, click file and then browse your computer for your file/photo. You can also create a blank doc, slides etc and add content to that file

